

This Notice Expires 1 April 1974

SECURITY

25X1A

TELEPHONE ANSWERING PROCEDURES

Effective immediately, all telephone calls to and within the Agency will be received by name rather than number. Calls to 351-1100, which is the Agency's number in public telephone directories, will be answered as "Central Intelligence Agency." Cover conditions permitting, calls to all other numbers within the 351 exchange will be answered in the name of the supervisor of the office receiving the call or with the organizational title of the office. For example, an office in which Mr. Smith is staff chief would receive its calls as "Mr. Smith's office," or as "Plans Staff, Office of the DD/M&S."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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DISTRIBUTION: ALL EMPLOYEES

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